

Professional and Managerial Branch
Fiscal and Tax Administration Group
Fiscal Series

TRANSIT PROGRAM MANAGER
Unclassified Service
11/98 (JAS)

Summary

Under general direction, provide specialized staff support to assigned development and fiscal administration programs related to public transportation such as grant funded capital improvement, land acquisition, construction contracts and environmental protection.

Typical Duties

Participate in formulating, revising and implementing capital project objectives, schedules and budgets in conformance with mandated long and short range local, state and federal public transportation plans, and air quality, congestion mitigation and other environmental protection regulations. Involves: serving on committees and task forces that evaluate status of and recommend changes in Mass Transit services and operations; meeting with representatives of other cities, counties, mass transit systems, power and water utilities, and state and federal transportation planning, funding and regulatory agencies, as delegated, to discuss the department's interest, including grant proposals, project evaluations, regulatory issues and administrative methods; conferring with department staff and interested persons in other departments about changes and conflicts in project execution priorities, and related administrative and fiscal issues; researching and analyzing current and future department operations and services to forecast financial needs; preparing resolutions, reports and other official documents; delivering presentations to government officials, business organizations and civic groups in collaboration with personnel accountable for providing in depth explanations of technical issues regarding nature and goals of public transportation programs; engaging in contract negotiations as authorized.

Participate as directed in overall capital improvement program and specific project budgeting, and monitor availability and expenditures of allocated revenues, grants and other funds. Involves: researching potential financial resources and recommending feasible funding alternatives for projects contemplated, and verifying that funding is available for project scope changes or bid cost estimates and recommending contingency funding if necessary; writing grant proposals, and program objectives and funding positions statements as requested; reviewing and consolidating divisional capital improvement budget requests; ensuring compliance with funding source requirements; compiling and analyzing financial data to verify project cost estimates, income, appropriations, changes and other transaction; scheduling multi-year releases of funds in accordance with established project milestones and priorities; journalizing charges to and balancing or otherwise reconciling associated financial accounts; reviewing progress of work for adherence to funding limits and completion requirements, and reporting results, which include analyses of deviations in the timing and amounts of costs incurred and recommendations for remedial administrative action to supervisor, auditing internal fiscal practices for capital projects to ensure adherence to established City accounting and budgeting policies and procedures, and to provisions of construction or other contracts in conjunction with responsible persons.

Supervise assigned personnel. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; making recommendations on personnel changes to include interviewing applicants.

Perform miscellaneous related professional and managerial functions as required. Involves: substituting, if qualified and assigned, for own supervisor or peers by carrying out specifically delegated duties sufficient to sustain continuity of ordinary services, referring policy level problems to next higher level of management, and similarly performing any duties of subordinates, if necessary; preparing standard and ad hoc activity reports and maintaining related records.

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with a Bachelor's Degree in Business or Public Administration, Finance, Accounting or related field; and five (5) years of increasingly responsible professional experience administering budgets, grants or contracts, or regulatory compliance, or an equivalent

combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of budgeting and accounting principles and methods associated with capital improvement and property acquisition. Considerable knowledge of motor transportation industry administrative practices; federal, state and local statutes and ordinances applicable to grant-funded activities. Good knowledge of: grant proposal writing techniques, and related application review, rating and evaluation procedures; short and long range public transportation planning goals; automated financial management information systems.

Ability to: exercise initiative and resourcefulness to cooperatively develop detailed cost estimates and cash flow analyses for various approaches to attainment of planned capital improvement and land acquisition objectives within the bounds of Mass Transit policies; define problems, collect data, establish facts, draw valid conclusions interpret an extensive variety of technical instructions in mathematical or diagram form in order to deal with numerous abstract and concrete variables pertaining to legislation, rules and provisions for grant, contract and regulatory development, implementation, administration and evaluation of a changing or unusual as well as recurring nature; budget, schedule and monitor availability and expenditures of grant or other funds for capital acquisition and construction projects; administer and audit adherence of department and contractor practices and results to public transportation goals, environmental protection mandates and funding source requirements; apply mathematical concepts such as probability, statistical inference, fractions, percentages, ratios, and proportions to practical situations such as preparation of accurate financial reports, and maintenance of related accounts and records; read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; establish and maintain effective working relationships with fellow employees, executive, consultants, contractors, elected officials, funding and regulatory agencies, and the general public; communicate clearly, concisely and persuasively both orally, to respond to common inquiries or complaints and publicly present intricate fiscal and compliance information, and in writing, to prepare or edit grant proposals, periodic and special analytical and activity reports, speeches or articles for publication that conform to prescribed style and format; firmly and impartially exercise supervisory authority over assigned subordinates.

Skill in the safe operation and care of an automobile; personal computer or computer terminal, and word processing, spreadsheet, database and specialized software.

Physical Demands: Occasionally operate motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Subject to overnight, out of town to attend meetings with state or federal agencies as a department representative.

Director of Personnel

Department Head